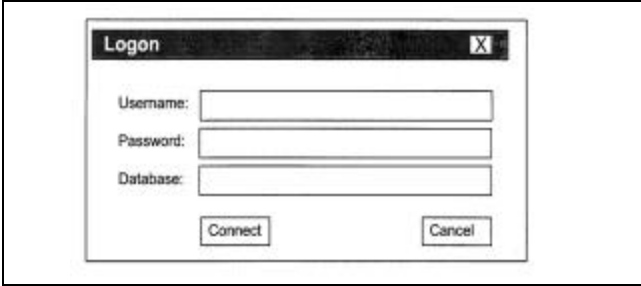


Time Sheet System Handout

1. LOG IN:



(Version 2.0 application defaults to *Production*)

To log in, enter the following:

- z **Username:** C number.
- z **Password:** Will be your C number the first time you log in and then you may change it. If you already use the oracle database (ie. AWACS, ADIOS, etc.), then use your existing password.

2. EDIT STAFF PROFILE

- z **Authorized to Work a Flex Schedule:**
Enter a >Y= here if you are authorized to work a flex schedule such as 4 ten hour days.
- z **Supervisors Only (optional): Alternate Time Sheet Reviewer:**
This is for supervisors only! Enter the position number of the person you would like to designate as your alternate time sheet reviewer. (This person will review your employee's time sheets in your absence.)
- z **Enter hours REGULARLY worked each day:**
Enter hours you regularly work each day of the week. These hours will automatically default to the time sheet when it is initially created each pay period.

3. ENTER / UPDATE TIME SHEET

- z The time sheet will ALWAYS default to the current pay period.
 - z There are numerous payroll edits built into the time sheet system. These edits will require you to follow payroll rules. The system will alert you when you violate a built in edit. You will either get the error message when you attempt to enter the hours, or when you attempt to >sign-off= the time sheet.
 - z The system will require you to enter time in .5 increments.
 - z The following is a guideline (including built in edits/rules) for entering hours on your time sheet.
 - z **Regular Hours:**
 - z You may not enter more than 40 Regular Hours per week.
 - z **Holiday Hours:**
 - z State paid holidays should be entered in the Holiday Pay line instead of the Regular Hours line.
 - z You may NOT claim more than 8 hours of Holiday Pay in one day.
 - z If you WORK on a Holiday, and want to >bank= these hours, click the *Holiday Bank* button and enter the hours you worked in the Holiday Worked line (you will only get straight time).
Note: You must first designate this day as a Holiday by entering hours in the Holiday Pay line.
 - z If you WORK on a Holiday, and do not want to >bank= the hours worked, enter the hours worked on one of the following lines based on your FLSA status:
 - FLSA status = 1 : Enter hours worked in the Comp Time Earned line.
 - FLSA status = 2 : Enter the hours worked in the FLSA Earned line.
 - FLSA status = 3 : Enter the hours worked in the Overtime Earned line.
- Note:** You must first designate this day as a Holiday by entering hours in the Holiday Pay line, or you will get an error message stating that you must work 40 hours

prior to accruing overtime.

2 **Vacation Hours:**

- 2 You can NOT take more vacation hours than you currently have accrued.
(You can NOT include vacation hours you earn this pay period.)
- 2 You are not eligible to take vacation hours until you have worked for the state at least 180 days (6 months).

Note: To see all of your current leave balances, click on the **Balances** button.

2 **Sick Hours:**

- 2 You can NOT take more sick hours than you currently have accrued.
(You can NOT include sick hours you earn this pay period.)
- 2 You are not eligible to take sick hours until you have worked for the state at least 90 days (3 months).

Note: If you wish to take donated sick leave, call the Payroll Supervisor at 444-4054 (as it will NOT be included in your sick balance shown in the system.)

2 **Comp Leave Taken, FLSA Comp Taken:**

- 2 In the FIRST week of the payroll period, you can NOT take more hours than you currently have accrued.
- 2 In the SECOND week of the payroll period, you can take up to the number of hours you currently have accrued PLUS the number of hours you accrued in the FIRST week of the payroll period.

2 **Leave W/ Out Pay:**

- 2 Your weekly totals (for a full time employee) should equal 40 hours, if not, you should enter Leave W/ Out Pay hours to make up the difference.
- 2 If you sign off= your time sheet with less than 40 hours entered per week (including lwop), you will get a message stating that entered hours for the week do not total 40 and that you should enter lwop unless terminating the position. This is only a reminder= to prompt you to enter lwop if necessary ... you can still successfully sign off= your time sheet!

2 **Note:** If you enter lwop hours, you will have to reduce the hours charged to task profile ids to equal your total hours charged on the time sheet (See >Change Task Profile Id= section).

2 **Overtime Earned, Comp Time Earned, FLSA Earned:**

- 2 Your FLSA status determines which type of overtime you are eligible to enter:
 - FLSA status = 1 : Comp Time Earned
 - FLSA status = 2 : FLSA Earned
 - FLSA status = 3 : Overtime Earned

Note: You can change your FLSA status once a year (at the beginning of each Fiscal year.)

- 2 The combination of your union code and flex schedule status determines when you are eligible to accrue overtime:

Union code = 061, 000 or 999 (non-union), Flex status = Y or N

OR

Union code = 019, 042, or 052, Flex status = Y

- 2 You are eligible to earn overtime after working 40 hours/week.
(Leave taken counts toward the 40 hour accrual.)

2 **Note:** If you enter any of the above overtime hours prior to having 40 hours previously worked in the pay period, the system will give you an error message and will NOT let you sign-off= your time sheet.

Union code = 019, 042, or 052, Flex status = N

- 2 You are eligible to earn overtime after working 8 hours/day.
- 2 **Note:** If you attempt to enter any of the above overtime hours prior to having 8 hours worked in that day, the system will give you an error message.

2 **Pyramiding (taking leave and earning overtime in the same day) is NOT allowed.**

z **FMLA Leave:**

- z FMLA Leave is handled by Personnel and currently has no edits built into the system. However, you should enter any FMLA hours on the FMLA leave line.

z **Holiday Taken:**

- z If you want to take the hours previously >banked< as Holiday leave, click the *Holiday Bank* button and enter the hours in the Holiday Taken line.
- z You can take up to the number of hours you currently have accrued PLUS the number of hours you have already >banked< this payroll period.

z **On Call & Called Out hours:**

- z To enter hours that you were On Call, click the *On Call Hours* button and enter the hours you were On Call in the On-Call Hours line.

- z To enter hours that you were Called Out, click on the *On Call Hours* button and enter the hours you were actually called in to work in the Call-Out Hours line.

z **Note:** *The hours you enter in the On Call line are automatically transferred back to your time sheet as Comp Time Earned. The hours you enter in the Call-Out hours line are automatically transferred back to your time sheet as Comp Time Earned, FLSA Earned, or Overtime Earned, depending on your FLSA status.*

z The following is a guideline for the buttons at the bottom of the time sheet screen:

z **Balances:**

- z Will display your leave activity and ending balance for the previous pay period, as well as the leave you are eligible to take on the current time sheet.
- z **Note:** *The leave balances are updated from SABHRS every Tuesday of the week time sheets are due! The screen will tell you whether the balances have been updated from SABHRS yet.*

z **Remarks:**

- z Enter your time sheet remarks here. The remarks will print out on the time sheet as well.

z **Holiday Bank:**

- z Enter your hours worked on a Holiday and Holiday Leave taken here. See previous section for detailed discussion of this.

z **On Call Hours:**

- z Enter your On-Call and Call-Out hours here. See previous section for detailed discussion of this.

z **Change Task Profile ID=s:**

- z Enter task profile id=s and hours charged to them here.
- z The task profile id(s) and hours you charged last pay period will by default be charged on the current pay period.
- z The task profile id(s) entered will be validated against the valid task profile id(s) in SABHRS. Press [F9] to get a pop-up list of valid task profile ids.
- z You MUST charge the same number of hours to task profile id(s) as you have entered on your time sheet or you will NOT be allowed to >sign-off< the time sheet.
- z If you have Overtime hours entered on your time sheet, you must have a task profile id charged for that number of hours and designated as an overtime task profile id (check the >Designate OT Hours = box).
- z To delete a task profile Id, press the red >X< button while the cursor is on that TP Id record.

z **Sign Off TS:**

- z When you ~~sign off~~ your time sheet, it is electronically forwarded to your supervisor for approval.
 - z You may ~~sign off~~ your time sheet as many times as you wish, prior to your supervisor approving it. Once your supervisor has approved your time sheet, the system will no longer allow you to make changes to the time sheet.
 - z If your time sheet has no ~~errors~~ that need to be fixed, you will get a message saying, *A You have successfully signed off your time sheet.@* You are done!
 - z If your time sheet has ~~errors~~, you will get error messages telling you what you need to fix prior to successful ~~sign off~~.
 - z If you need to make changes after your supervisor has approved the time sheet, you must contact your Pay clerk to see if they have delivered the time sheets to Payroll, if so, you must contact Payroll to make any changes.
- z If you want to review a previous time sheet, select the ~~>Non-current Pay Period~~ menu and then ~~>Review Previous Time Sheet~~ sub menu option.
- z If you want to create a future time sheet, select the ~~>Non-current Pay Period~~ menu and then ~~>Enter/Update Future Time Sheet~~ sub menu option.